

SYLLABUS TEMPLATE

Teacher: _____

Classroom Goals (Write your classroom goals in the form of what students will be able to successfully do at the end of the year or semester.)

Guidelines for Success (Write your list of the attitudes and traits that you feel will ensure your students' success.)

Classroom Rules (Outline the important student behaviors that will ensure your class runs efficiently.)

Activities (Outline the activities that students will be engaging in during a typical week.)

Grades

Grading scale: Outline the percentage cutoffs for A's, B's, and so on.)

Relative value: Outline the relative weight of homework, quizzes, tests, papers, behavior/effort on the final grade.)

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Classroom Procedures

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1. Entering the classroom

(Outline exactly what students should do from the time they enter the room until the bell rings for class to begin.)

2. Tardy to class

(Identify your definitions of on time and tardy and identify the consequences for being tardy.)

3. Paper/pencil

(Identify what students should have to write with. In addition, specify what a student should do if he or she does not have this tool and what, if anything, you implement as a consequence.)

4. How to find out what the daily assignments are

(Identify how you will assign work and how students will know what they are to do each day. Also define how they should keep track of what they need to do for homework and long-range assignments.)

5. Turning in assignments

(Identify where and how students turn in classwork and homework. Specify if students are to check off completed work they have turned in.)

6. Returning assignments to students

(Detail your policies on how you will return completed work to your students.)

7. Finding out grade status

(Review your grading system and explain whether you will give students a weekly grade report or if you expect them to track their grades themselves. Also identify when and how a student can approach you to discuss their current status in the class.)

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8. Student responsibilities after an absence

(Outline what students will need to do when returning after an absence: (1) How to find out what you missed; (2) How long you have to make up your assignments; (3) What to do if you miss a test.)

9. Late, missing, or incomplete assignments

(Outline the maximum number of late assignments you will accept, along with penalties and time limits for late work.)

10. Communication procedures with parents/families

(Identify if you will have any regular communication with families that you initiate. Provide information on when, where, and how family members can get in touch with you.)

11. Ending class

(Specify how you will end class, any responsibilities your students may have, and how you will dismiss students.)

12. Consequences for classroom rule violations

(List the range of corrective consequences that you may assign if rules are violated.)

13. Consequences for Code of Conduct violations

(Inform students that you must follow through with disciplinary referrals for violations of schoolwide rules, including dress code, unexcused absences, threats, and so forth. Make sure to get this information from your principal or assistant principal.)

This template is derived from *Discipline in the Secondary Classroom: Proactive Classroom Management in Grades 9–12*, (Sprick, 2006).